

CALL FOR ENVIRONMENTAL CONSERVATION ORGANIZATION.

DATA PROTECTION POLICY.

The purpose of this data policy is to establish guidelines and procedures for the collection, storage, use, access, control, protection, and sharing of data within Call for Environmental Conservation Organization. This policy aims to ensure the responsible management of data while safeguarding privacy, maintaining data integrity, and complying with relevant regulations.

Access to organizational data will be granted on a need-to-know basis, with permissions assigned based on job roles and responsibilities. Data access will be regularly reviewed and updated to ensure that only authorized individuals have access to specific data sets. Adequate technical, physical, and administrative measures will be implemented to protect organizational data from unauthorized access, disclosure, alteration, or destruction. Encryption, firewalls, access controls, and intrusion detection systems will be employed to enhance data security. Regular staff training and awareness programs will be conducted to promote data security practices and mitigate the risk of data breaches. A comprehensive incident response plan will be in place to address and mitigate the impact of any potential data breaches. The plan will include steps for identifying and containing the breach, conducting forensic investigations, notifying affected individuals, regulatory authorities, and taking necessary actions to minimize the impact and prevent future occurrences.

All data sharing agreements and contracts with third parties will adhere to legal and regulatory requirements. Procedures for assessing the privacy and security practices of external parties before sharing data will be established. Data sharing agreements will clearly define the scope, purpose, and limitations of data shared, and specify measures to ensure the protection and confidentiality of shared data. Data retention periods will be defined based on legal requirements, organizational needs, and the purpose for which the data was collected. Procedures for secure data disposal, including electronic and physical formats, will be established to prevent unauthorized access or retrieval. Compliance with applicable data protection laws, regulations, and industry standards will be ensured. Regular audits and assessments will be conducted to evaluate the effectiveness of data management practices and identify areas for improvement.

This Data Policy for Call for Environmental Conservation Organization will be communicated to all employees, contractors, and relevant stakeholders. Any violation of this policy may result in disciplinary action, up to and including termination of employment or contract. The policy will be reviewed periodically and updated as necessary to reflect changes in technology, legal requirements, and organizational needs.

Upendo Mwakyusa



Executive Director.